

POSITION DESCRIPTION

Custodian/Maintenance Worker

Definition:

Under the supervision of the Executive Director, this position performs custodial, building and grounds maintenance duties.

Distinguishing Characteristics:

This position is responsible for cleaning and maintenance of the buildings and grounds. Employees assigned to this position must be able to perform responsibilities with minimal supervision. An understanding of basic electrical and plumbing is preferred. Honesty and integrity is a must.

Example of Duties:

The following list of duties and responsibilities is intended to be representative of this position and is not meant to be all-inclusive:

Performs daily custodial function for two buildings, including emptying trash and cleaning restrooms. Performs additional cleaning as needed but at least weekly, including vacuuming and dusting. Will perform light maintenance of buildings including minor electrical repairs such as changing defective switches, outlets, light bulbs and light fixture ballasts. Position will perform light plumbing duties such as repair/replace defective fixtures including faucets and washers. Using power equipment and hand tools will maintain lawns and grounds. Using power equipment and hand tools will be responsible for keeping sidewalks free of ice/snow during winter months. Performs other duties as assigned.

Employment Standards:

Knowledge of:

- Cleaning methods, practices and procedures;
- Basic electrical and plumbing;
- Building and grounds maintenance methods, practices and procedures including, but not limited to drywall repair, painting, sprinkler systems and lawn care.

Ability to:

- Work with minimal supervision;
- Be flexible for hours worked to respond in a timely manner to unanticipated needs;
- Maintain a high level of cleaning standards;
- Identify needs and respond to those needs;
- Communicate effectively both verbally and in writing;
- Ability to understand and follow complex oral and written instructions;
- Maintain confidentiality of documents and information that may be viewed and encountered in the normal course of work.

Education:

- Equivalent to high school graduation.

Experience:

- Up to two years increasingly responsible custodial and maintenance experience with a working knowledge of custodial and maintenance methods, including basic electrical and plumbing; OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.

Requirements:

- Must possess and maintain a Montana driver's license.
- Must have reliable transportation.

Physical/Environmental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee will occasionally be required to climb ladders up to 20' in height.

The employee must be able to safely operate power tools and/or equipment.

The noise level in the work environment is usually quiet to moderate.

The employee will be exposed to common cleaning products including, but not limited to, cleaning compounds, soaps, disinfectants, paints and solvents. Employee will occasionally be required to work in extreme heat and cold.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Selection Guidelines:

Submit a completed application to the Executive Director.

Incomplete application materials will not be processed. The following factors may be utilized in selecting an applicant for this position: Application process as outlined; past work performance, rating of education and experience reference checks; and structured oral interview. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.